

Injury / Exposure Reporting

This guideline is designed to inform employees of the procedure for reporting and documenting injuries and / or exposures that occur in the workplace.

➤ **Injury / Exposure Form**

- An Injury / Exposure Form is used to document all injuries and / or exposures that occur on county property or in the performance of a county service.
- A separate form is to be completed for each involved employee, patient, client, inmate, visitor, student, etc.
- When potential for injury and / or exposure is recognized
 - The County makes every effort to provide as safe a work environment as possible.
 - To this end, employees are required to assist the department in eliminating hazards and reporting situations that may be hazardous.
 - An Injury / Exposure form will also be completed when the potential for an injury and / or exposure was recognized. (i.e., MVC's in which everyone involved appears to be uninjured and refuses any type assessment, treatment, etc...)
- The employee shall fill out the first two sections of the form, assuming he or she is able. If not, and if the employee's work partner is able, the partner or Crew Chief will complete as much of section 1 and 2 as possible. This must be completed prior to the end of the duty shift.
- The Crew Chief shall then fill out the last page of the form. Prior to submission to the Risk Manager the Shift Supervisor or EMS Manager must review and co-sign the form.
- The Injury Exposure form can be downloaded from the Catawba County Intranet site. (Discard any forms previously distributed for this purpose.)
- In addition to the Injury Exposure Form a Needle Stick Reporting Form must be completed for any puncture type wounds (i.e., needle sticks, surgical instrument, glass, etc...). The Needle Stick Reporting Form can be downloaded from the Catawba County Intranet site. (Discard any forms previously distributed for this purpose.)

➤ **Notification**

- Once an injury or exposure occurs (or a high potential exists), the individual shall notify his or her Crew Chief as soon as possible.
 - The Crew Chief will obtain the basic information about the incident and notify the Shift Supervisor.

Catawba County Emergency Medical Services

- The Shift Supervisor will immediately notify the EMS Manager of any significant injury and / or exposure.
- If the situation is not deemed significant the EMS Manager will be notified on the next regular business day.
- The Crew Chief or Shift Supervisor will also notify the Risk Manager within twenty-four (24) hours of the injury and / or exposure.
- E-mail may be used for the initial notification of an incident that occurs during non-regular business hours.
- If e-mail is used for initial notification, then it must be followed by personal contact on the next regular business day.
- For evaluation and treatment of the injury and / or exposure, the employee shall report to the Employee Health Connection during regular clinic hours.
- If the incident occurred when the Employee Health Clinic is closed then, the employee shall report to the Emergency Department at Catawba Valley Medical Center.